

Public Notice

Berkshire County Retirement System

Request for Proposals for Legal Services

The **Berkshire County Retirement Board** (“Board”) is requesting qualification statements from recognized law firms and individual attorneys within the Commonwealth of Massachusetts interested in providing legal services for matters involving the **Berkshire County Retirement System** (“System”).

The purpose of this Request for Proposal (“RFP”) is to allow the Board to select firms and / or individual attorneys qualified to provide legal services on an as needed basis in the following areas:

- To update the current Personnel Policy Manual for use by the Berkshire County Retirement System;
- It is intended that the selected firm provide diverse, professional services and perform any and all requirements and necessary actions to develop the Personnel Policy Manual. The successful firm will be expected to engage with and work with Staff and the Board of Berkshire County Retirement System in the development of the manual;
- Legal advice on matters pertaining to the Board’s administration of the Personnel Regulations.

A firm or an individual attorney responding to this RFP may respond with respect to any or all of the categories and may ultimately be selected in more than one such category.

The Board reserves the right to modify, amend or cancel the terms of the RFP at any time. All responses must be submitted in accordance with the specific terms of this RFP. No electronic responses may be submitted in response to this RFP.

A request for proposal may be obtained by contacting:

Sheila Labarbera, Executive Director
Berkshire County Retirement Board 29 Dunham mall
Pittsfield, MA 01201
413-499-1981

Sheila@berkshireretirement.com

The date of release for this RFP is Monday, June 11, 2018. Proposal must be received at the Board prior to 3:00 p.m. EST on Thursday, July 10, 2018. Proposals will not be accepted after the closing date and time.